



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 3104.1A
PAO
SEP 09 2013

FORCE ORDER 3104.1A

From: Commander

To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR COMBAT CAMERA (COMCAM)

Ref: (a) MCO P1070.12K
(b) MCO 3104.1B
(c) MCO 5600.31A
(d) Section 107 of title 17, United States Code
(e) MCWP 3-33.7
(f) MCO 5750.1H
(g) OPNAVINST 5030.4F
(h) OPNAVINST 1710.7A
(i) DoD Directive 5040.07, "Visual Information Production Procedures," August 30, 2005

Encl: (1) Combat Camera Standard Operating Procedures
(COMCAM SOP)

1. Situation

a. Role in war fighting. Operationally, Combat Camera (COMCAM) acquires and disseminates useful imagery to commanders, planners, and staffs. As with combat operations, relative speed and concentration of effort are paramount so commanders and staff receive the information needed to plan missions and identify critical information. Still and video imagery of critical events help shape operational and strategic-level objectives and perceptions by presenting visual information as proof for reports and briefings. In today's global information environment, tactical events have strategic impact. Imagery acquired and produced by COMCAM facilitates expedient decision-making. COMCAM capabilities significantly enhance operations and act as a force multiplier in support of missions and initiatives.

b. Per references (a) through (i) and the enclosure, this Order revises and outlines support provided by COMCAM to Marine

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Forces Reserve (MARFORRES) and Marine Forces Northern Command (MARFORNORTH).

2. Cancellation. ForO 3104

3. Mission. COMCAM shall provide professional photographic, videographic, reprographic, print and multimedia products and services in support of administrative, operational, and planning requirements during world crises, contingencies, training exercises, and wartime operations.

4. Execution

a. Commander's Intent. COMCAM's goal is to support operational and administrative requirement of the Force on all levels with immediate and high-quality COMCAM products and services. COMCAM will be used as an integrated communication discipline to exploit the power of horizontal information flow, speed, decision-making, and facilitate execution at lower levels

b. Concept of Operations. COMCAM must be employed in a manner that best supports the main effort of the Commander, Major Subordinate Commands (MSC), Inspector-Instructors (I-I) Site Commanders, and Reserve Commanding Officers/Officers in Charge. COMCAM will operate within the scope of all orders and regulations by providing professional photographic, videographic, graphics, and print and reproduction in support of the Commanders intent and focus of effort.

(1) Scheme of Maneuver. To best maximize COMCAM resources, it is essential to outline priorities of support, support examples, tactical capabilities, requesting procedures, and turn-around times for products.

(a) Priorities of Support

missions.

1. Operations, contingencies, and task-oriented

2. Training exercises.

3. Historically-significant events.

4. Investigations, briefs, working groups.

5. Administrative.

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(b) Support Examples

1. Imagery acquisition and print material for Strategic Communication (SC), Information Operations (IO), Military Information Support Operations (MISO), Counterintelligence, Surveillance, Aerial and Visual Reconnaissance, Counter-Drug Missions, Landing Zone and Beach Studies, Psychological Operations, and Battle Damage Assessment (BDA).

2. Reproduction and printing of training support materials, publications, handbooks, imagery for briefs and critiques.

3. Imagery acquisition and print material for command chronology, command/unit change of command/post and relief, activation/de-activation, and historical events.

4. Imagery acquisition and print material for legal support to include investigation, mishap, and land-use imagery (before and after).

5. Administrative imagery acquisition and print material for command board, promotion photos, passport, visa and naturalization requirements.

(c) Tactical Capabilities. COMCAM tactical assets support the commander's imagery, printing and reproduction requirements. COMCAM task organizes Marines for any mission per the Commander's guidance and direction.

1. COMCAM Team. COMCAM assets typically deploy in teams of two Marines (still photographer and videographer) or as part of an integrative communication team. These teams embed and assimilate within the supported unit in order to become an extension of its war-fighting capability. These teams have man-pack capabilities that provide the on-scene commander with imagery through the use of digital still and video equipment. The teams can be used during the training phase to document progression through events. These images can either be viewed at the training site or during the "hot wash". The team can also use the tactical Secret Internet Protocol Router/Nonsecure Internet Protocol Router network to transmit imagery from a forward position to the forward Command Post. This can be coupled with any intelligence effort to supply the commander with more information to increase and better his decision-making

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process. COMCAM supports the commander's intent, focus of effort, and the commander's communication strategy.

2. Tactical Imagery Production System (TIPS).

The TIPS is a large footprint deployable COMCAM asset available to the commander. The TIPS is comprised of two expandable 8 foot x 8 foot x 20 foot shelters and an 8 foot x 20 foot support skid. If deployed, the TIPS requires a minimum of two photographers, two videographers, three reproduction/graphics Marines, and either a COMCAM officer (MOS 4602) or COMCAM Staff Non-Commissioned Officer in Charge (SNCOIC) (MOS 4691) to operate. The TIPS is fully self-supported while deployed or connected to shore power for sustained operations. The TIPS does require support from the G/S-6 Communications for transmission capability as well as G/S-4 Logistics coordination for fuel and maintenance. The TIPS capabilities include, but are not limited to:

a. Photographic and videographic production and duplication. Archival of COMCAM acquired imagery and productions.

b. Multimedia products incorporating digital and non-digital graphics, videographic and photographic mediums.

c. High and low volume black/white, color, large format reprographic or printed products.

(d) Requesting Procedures. If feasible, COMCAM customers will submit requests for support in person at the Marine Corps Support Facility, 2000 Opelousas Avenue, New Orleans, LA, room 2W2300. Alternate is via official USMC.MIL e-mail or by phone at 504-697-8970. All e-mail correspondence will utilize COMCAM OMB account at OMB MFR COMBATCAMERA@USMC.mil. COMCAM personnel will complete job/work requests with all pertinent information utilizing the work order database. The customer will sign a printed copy of the request before any work can begin. Exceptions are allowed when it is not feasible for the customer to physically sign the job/work request.

(e) Turn-around times. All requesting customers and units will adhere to established turn-around times. These times are established in order for COMCAM to prioritize requests and allocate resources. Turn-around times are as follows:

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1. Routine - Ten (10) business days
2. Routine off-site - Fifteen (15) business days. This includes shipping of materials via Transportation of Things (TOT).
3. Priority - Three (3) business days (OIC/SNCOIC approval)
4. Urgent - Same day (OIC/SNCOIC approval)

(2) Tasks

(a) AC/S Comptroller, MARFORRES/MARFORNORTH.
Provide an operational budget for COMCAM. Fund the replacement of non-programmed equipment, consumables, life-cycle management, operations and maintenance, local training, temporary additional duty, and contracting.

(b) Customer. Ensure requests directly support the mission requirements and are submitted in accordance with paragraph 4.(d) and 4.(e) of this order.

(c) Director, Public Affairs. Responsible for all COMCAM within the MARFORRES/MARFORNORTH.

1. Assign the COMCAM Officer or in absence of a COMCAM Officer, the COMCAM SNCOIC to manage and direct all operational activities of the COMCAM section.

2. Ensure the Commander, Marine Forces Reserve, appoints the COMCAM Officer/SNCOIC as the reviewing/approving authority for the procurement of all audio visual and high capacity reproduction equipment directly related to acquisition and production of photographic and video imagery or multi-media products.

3. Ensure the Commander, Marine Forces Reserve, appoints the COMCAM Officer as the public releasing authority for all Public Affairs Department products and imagery.

4. Ensure the Commander, Marine Forces Reserve, appoints the COMCAM Officer as the Print Management Officer or Copier Control Point Officer for the Force.

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5. Ensure the Officer in Charge (OIC), COMCAM, provides policy, guidance, administration, budgeting, training and direct supervision of all COMCAM operations and Marines.

(a) The Officer in Charge (OIC), COMCAM, will ensure that all Marines in the rank of Staff Sergeant and below who possess a Military Occupational Specialty (MOS) in the 46XX series maintain a current portfolio in accordance with the 46XX Training and Readiness Manual and Appendix C of reference (b).

(b) The Officer in Charge (OIC), COMCAM, will ensure COMCAM imagery is accessioned to the Defense Imagery Management Operation Center (DIMOC) in accordance with the references.

(c) The Officer in Charge (OIC), COMCAM, will ensure timely submission of Fiscal Year budget and spending plan.

1. Staff NonCommissioned Officer In Charge (SNCOIC), COMCAM. Supervise all COMCAM Marines ensuring all policy, guidance, training is being adhered to. Will assume all duties in absence of OIC.

2. Production/Operations Officer/Platoon Sergeant. Supervise and oversee all production within COMCAM and coordinate with requesting units to ensure: Proper product creation, timeliness of production and overall customer satisfaction. Will assume all duties in absence of COMCAM SNCOIC.

3. COMCAM Marines. All COMCAM Marines will review and understand all policy and procedures directed by the OIC or SNCOIC.

(a) Ensure COMCAM imagery and created products are accessioned in accordance with the references. Accessioning of COMCAM created graphics and acquired video and still imagery is first priority. Product provided to requesting customer is second order of effect.

(b) Maintain a portfolio per reference (b).

(c) Ensure a "Secret" level clearance or a interim "Secret" level clearance is maintained.

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(d) Maintain a valid passport and Government Travel Charge Card.

c. Coordinating Instructions

(1) Higher Headquarters. COMCAM support for all command-driven events shall be coordinated through the Director or Deputy Director, Public Affairs Department (PAO). Joint COMCAM Operations shall be coordinated in the same manner.

(2) Subordinate Units. Any subordinate units can request COMCAM support. Units shall submit feasibility of support request to the G-3/5 for COMCAM/integrative communication teams for deployments, exercises, operations, etc. The G-3/5, PAO, and COMCAM OIC/SNCOIC will determine feasibility of support by considering operational tempo, manpower availability, and internal training requirements.

(3) Adjacent Units. Adjacent units can request support in writing via the MARFORRES G-3/5 or PAO. The G-3/5, PAO and COMCAM OIC/SNCOIC will determine feasibility of support by considering operational tempo, manpower availability, and internal training requirements. Once the support is approved and identified, COMCAM will work these requests directly with the requesting unit(s). Fiscal support is discussed in paragraph 5b of this Order.

5. Administration and Logistics

a. Organic Support. COMCAM is budgeted with appropriated funding to support units with still and video acquisition and reprographic and printed products for operational, administrative, historical, and educational requirements that fall within standard fiscal year operations. Requests that do not fall under normal requirements can be coordinated with the COMCAM OIC/SNCOIC. For the operational commander, COMCAM support can be requested with a Feasibility of Support (FOS) for any training or operational requirement. Funding for these requests are the responsibility of the requesting unit.

b. Non-Organic Support. Units outside of MARFORRES/MARFORNORTH may obtain support on a case-by-case basis. If authorized, COMCAM will support on a reimbursable basis only.

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c. Non-Appropriated Funded Agencies. Non-appropriated funded agencies cannot receive support from COMCAM in accordance with fiscal law.

d. Sustainment in Support of Deployments. COMCAM will ensure teams have the necessary supplies/equipment to accomplish their specific mission. Careful planning considerations will be given to extend deployments, ensuring complete sustainment throughout the completion of the operation, exercise, or contingency. Commands/units assigned COMCAM teams during deployments and contingency will provide quarters, rations, Uniform Code of Military Justice, transportation and other unique logistical support.

e. Classified Materials. COMCAM is not authorized and does not support requests for reproduction or printing of classified material. All COMCAM Marines will have "SECRET" level clearance or at minimum interim Secret clearance-level status.

f. Job Order Database. COMCAM will use a centralized job order database provided by Combat Camera Management.

g. Reporting. COMCAM will provide annual production reports encompassing all fiscal production activity to the Commander, Director PAO, Occupational Field Sponsor, and Combat Camera Management.

h. Hours of Operation. COMCAM hours of operation, to include studio hours, will be posted on the front door of room 2W2300. If COMCAM requires to alter normal operating hours, an all hands e-mail will be generated, a sign will be posted on the front door, and/or a SharePoint notice will be posted detailing closure and when COMCAM will resume normal hours of operation.

6. Command and Signal

a. Command Relationships

(1) Joint COMCAM Operations. COMCAM shall provide support for Joint COMCAM Operations per reference (b).

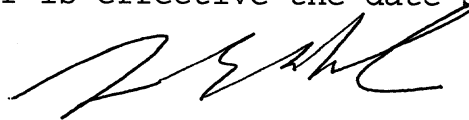
(2) Higher Headquarters. COMCAM shall provide imagery and reports to higher headquarters to include: Marine Corps Combat Development Command, and Plans, Policies and Operations, and Combat Camera Management, per reference (b).

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(3) Staff Judge Advocate and Copyright Laws. COMCAM is prohibited by law to copy, duplicate, or reproduce any item protected by copyright or trademark. The only exceptions are identified under the "Fair Use" doctrine, per reference (d). Any customer requesting support on copyrighted material shall be referred to Counsel's Office for review, recommendations and approval.

(4) Public Affairs. All imagery and products produced by COMCAM is the sole property of the United States Marine Corps. The Commander, Marine Forces Reserve, is the releasing authority and may delegate such authority as necessary to appropriate personnel in the Public Affairs Department per reference (b).

b. Signal. This order is effective the date signed.



G. T. HABEL
Executive Director

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LOCATOR SHEET

Subj: Combat Camera Standard Operating Procedures (COMCAM SOP)

Location: _____
(Indicate the location of the copy(ies) of this order.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Combat Camera Standard Operating Procedures
(COMCAM SOP)

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Chapter 1

Reproduction/Graphics Section Procedures

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with print, reproduction and graphics support.

2. Background. Organizational requirements for large volume printing warrants organic COMCAM support tailored to the special needs of the Command. COMCAM provides professional graphics, black-and-white, and color printed products in accordance with the references.

3. Examples of Support. The Reproduction/Graphics Section will be employed in a manner that best supports the fluctuating needs of the Command and subordinate units. Listed below, but not limited to, are some of Reproduction/Graphics Section services provided:

(a) High Volume printing. 400 total single or double sided pages or more, black and white prints up to 12X18, color prints up to 12X18. Material/documents printable will include but is not limited to; large volume standardized text, maintenance manuals, flight manuals, educational courses, pamphlets, Training and Readiness Manuals, and Primary Military Education briefs.

(b) Small Volume printing. 400 total single or double sided pages or less, black and white prints up to 12X18 or color prints up to 12X18.

(c) Large format printing. Large format printing is defined as any product over the size of 12X18 not to exceed 44 inches wide for instructional, educational or informational purposes which are operational and/or mission critical.

(d) Specialty Items and Finishing Options. Stapling, paper drilling (two and three hole) paper cutting, folding (handbill and tri-fold), binding, card stock cover and dividers.

(e) Graphics products. Design, layout, or editing of any product using graphics software including but not limited to: logos, patches, handbills, tri-folds, programs, and invitations.

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(f) Lamination. Up to 42 inches wide for re-usable field products, used for pre-deployment or deployment; such as but not limited to, maps, smartpacks, fire cards, fire support maps.

4. Products of Support. Of the Examples of Support listed above, the following products will be available to customer to request.

(a) Business cards. Authorized personnel can request business cards and will be required to use the standard MARFORRES template. Logos of the MSC or individual unit can replace the MARFORRES logo, if requested. Initial order for all business cards is one hundred 2x3.5 inch cards. All personnel not authorized will utilize the respective MSC's fillable business card PDF located on the COMCAM SharePoint, Avery laser business cards #5371 (white) and networked printer. Authorized personnel will be determined on a fiscal year basis, approved by the Executive Director, MARFORRES/MARFORNORTH.

(b) Conference Books/handouts. Accurate number of attendees is required to determine the actual number of books/handouts required.

(c) Mounting. Mounting of large format prints is reserved for operation and training requirements. Justifications for mounting is required upon submission of work request.

(d) Programs. All requests for programs (Birthday Ball, retirement, Change of Command, etc.) require an invitation roster in order to accurately determine the actual number of programs required.

5. Exemptions. All standard requests will be submitted to COMCAM in person, if physically possible.

(a) COMCAM will not produce products that would be in violation of the Fraud, Waste and Abuse Act and/or items that support social functions, such as mess nights and fundraisers. This includes, but is not limited to, Marine Corps publications printed by Department of Defense affiliates, Navy and Marine Corps Forms, internet print outs, personal medical or legal documents, promotion warrants, and copy-written material produced by an civilian agency.

(b) All text items submitted for printing will be in digital format and proofed by the requestor. COMCAM will not be responsible for errors in text discovered after the customer has proofed the product and verified content for production.

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(c) Reproduction requests will be submitted to COMCAM in digital format. Customers will submit electronic documents either from an official USMC.MIL e-mail account or a compact disk/digital video disk (CD/DVD) with the digital media in one of the following formats: PDF, JPEG, PSD, DOCX, TIFF and PPT.

(d) High Volume printing of black and white and color documents will be defined as any work requests that exceeds 400 total prints. Job requests of fewer total prints (400 or less) will not warrant a faster turnaround time and will be processed as received.

(e) Large format printing of imagery for the sole purpose of beautification of office spaces will not be supported by COMCAM.

(f) Farewell/going away gifts are not authorized and will not be supported.

(g) Printing and or mounting of office signs of any size will be on a case-by-case basis with OIC/SNCOIC approval.

Chapter 2

Photographic Section Procedures

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with photographic support.

2. Background. COMCAM provides school trained professional photographers for acquisition of still imagery accordance with the references.

3. Examples of Support. The Photographic Section will be employed in a manner that best supports the fluctuating needs of the Command and subordinate units. Listed below, but not limited to, are some of the photographic services provided:

(a) Digital still photographic acquisition during training, operations/exercises, changes of commands, post and reliefs, and group photographs.

(b) Digital still photographic acquisition in support of administrative photography. This includes promotion, command board, passport, Isolated Personnel Report (ISOPREP), biography and local Marine/Noncommissioned Officer of the Quarter or meritorious boards.

(c) Digital color/black and white printing from 2 inches X 2 inches up to 44 inches wide.

(d) Copies of acquired still imagery on CD or DVD.

(e) Hard copy to digital conversion (scanning).

(f) Historical photographic acquisition and printing of command/unit special events/functions.

(g) Acquisition of photographic imagery for the purpose of command chronology.

(h) CD or DVD duplication.

(i) Photographic restoration or photographic enhancement on an as required basis per OIC/SNCOIC approval.

4. Products of Support. Of the examples of support listed above, the following products will be available to customer to request.

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(a) Change of Command/Relief and Appointment. Three 5X7's of key imagery during event will be provided to requestor. One set for off-going, incoming and command/unit. Three CDs/DVDs will be burned of all imagery acquired during event.

(b) Group Photographs. One 8X10 or two 5X7 prints and one CD will be provided. Information, data and logo can be added at the customers request.

(c) Retirement Ceremony. Two 5X7's of key imagery during event will be provided to customer. One CD or DVD will be burned of all imagery acquired during event.

(d) Operation/exercises. All imagery selects during operation or exercise will be provided on CD or DVD for the customer upon completion.

5. Exemptions

(a) All text items submitted for addition to any photo product will be in digital format and proofed by the requestor. COMCAM will not be responsible for errors in text discovered after the customer has proofed the product and verified content for production.

(b) Group photographs can be requested on an annual basis only. Any re-occurring group photo request will be reviewed by the OIC/SNCOIC for approval.

(c) Farewell/going away gifts are not authorized and will not be supported.

(d) Personal passport imagery/prints are not supported.

(e) For Government passport photos, the customer is required to bring a government passport application at time of photograph in order to validate the requirement.

(f) Digital copies of an individual's promotion photo will not be provided. Digital promotion photos may be downloaded from individuals Official Military Personnel File after it has been submitted to Headquarters Marine Corps, Manpower and Reserve Affairs Division, Personnel Management Support Branch (MMSB) by logging on to Marine OnLine.

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Chapter 3

Videographic Section Procedures

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with video support.

2. Background. COMCAM provides school trained professional Videographers for acquisition of video imagery accordance with the references.

3. Examples of Support. The Video Section will be employed in a manner that best supports the fluctuating needs of the Command and subordinate units. Listed below, but not limited to, are some of the videographic services provided:

(a) Digital video acquisition during operations/exercises, change of commands, post and reliefs, and briefings.

(b) Historical video acquisition of command/unit special events/functions.

(c) Video CD or DVD duplication.

(d) Video acquisition for Command Chronology.

(e) Video conversion from digital to analog, analog to digital and digital to digital.

4. Products of Support

(a) Raw Video. Unedited digital video imagery.

(b) Prime Cuts using Edit Decision List (EDL). Edited video imagery with intent to remove/omit non-essential footage. Intended for archival purposes and later uses in productions, can be used in support of Operations Intelligence Briefings or in other unit capacities where highly edited video imagery is not required.

(c) Ceremonies. Multi-camera digital video acquisition of event which will be edited to conserve time and provide professional grade product. Products will contain subtle editing effects and text captions.

(d) Productions. Complex products that require scripts, storyboards, actors, on-site production personnel and extensive editing.

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Productions are intended for command messages, public service announcements and training. All productions must be pre-approved by the OIC/SNCOIC.

5. Exemptions

(a) All text items submitted for addition to any video project will be in digital format and proofed by the requestor. COMCAM will not be responsible for errors in text discovered after the customer has proofed the product and verified content for production.

(b) Farewell and/or going away gifts are not authorized and will not be supported.

(c) Digital video acquisition of briefings supported by PowerPoint are redundant. All requests for briefing support must be approved by OIC/SNCOIC.